

NOTICE

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CIRCUIT COURT ADMINISTRATOR POSITION AVAILABLE JEFFERSON CIRCUIT COURT

Education Required:

4 year college degree in related field, or
Year of relevant court experience equal to one year of college

Job Duties:

- Developing and implementing caseflow systems that support effective management
- Case reallotment/recusal, management of case assignment protocols
- Court coverage
- Information management: report generation, dissemination of information
- Secretariat to Circuit Term
- May assist in recruitment, selection and training of staff
- Other duties as assigned

Job Skills:

Computer skills
Excellent written and communication skills
Ability to maintain professional relationships with co-workers, Court of Justice officials, staff and public
Candidate with high degree of understanding of circuit court procedures and operations preferred.

**INTERESTED PARTIES MUST SUBMIT RESUME AND LETTER OF
INTEREST NO LATER THAN 4 P.M. AUGUST 8, 2008**

TO: CHIEF COURT ADMINISTRATOR, JEFFERSON COUNTY JUDICIAL
CENTER, 700 W. JEFFERSON STREET, SUITE 220, LOUISVILLE, KY 40202

FAX: (502) 595-3472

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